



REQUEST FOR PROPOSAL (RFP)

Date September 9, 2009

RFP Number: **RFP #090809**

RFP SUBJECT: **DATA ANALYST; FALLS CHURCH CITY ALLIANCE FOR YOUTH;
COMPREHENSIVE YOUTH NEEDS ASSESSMENT**

PROPOSALS SHOULD BE SUBMITTED TO: Earl Conklin, Director of Court Services
800 West Broad Street, Suite 207;
Falls Church, VA 22046
Telephone: (703) 248-5430
Fax: (703) 533-8199

All inquiries should be made in writing and forwarded to Mr. Conklin, via email at:
econklin@fallschurchva.gov.

SEALED PROPOSALS

DUE DATE AND TIME: **September 25, 2009 at 5:00 pm** prevailing local time

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THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSAL

In compliance with this Request For Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

LEGAL NAME & ADDRESS OF FIRM: _____ SWaM CERTIFICATION/Commonwealth of Virginia:

(Indicate Small, Woman and/or Minority Owned Business or NA)
As Certified by the VA Department of Minority Business Enterprise

EEI/FIN NO: _____

SIGNATURE: _____ TITLE: _____

Printed Name : _____

TELEPHONE NO: _____ EMAIL ADDRESS: _____

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5435, (TTY 711).

The City of Falls Church does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Project Profile

Project Name	Falls Church City Alliance for Youth Comprehensive Youth Needs Assessment	
Sponsoring Organization	Falls Church City Alliance for Youth	
Communities Served	City of Falls Church, Virginia	
Project Type	Request for Proposals for Data Analyst	Award Amount (Not to Exceed) \$ 15,000 (Fifteen Thousand Dollars)
Project Summary (100 words or less)	The Falls Church City Alliance for Youth is seeking proposals from a Data Analyst as part of a youth needs assessment. The selected individual/organization will collect social indicator data on City youth and analyze that data to identify common youth risk/protective factors; design and populate a Resource Inventory database of youth programs and services that will be usable by future consumers (e.g., parents, educators, etc.); and develop a needs assessment by identifying service gaps (i.e., youth risk factors present but lack of resources available to prevent/address factor). Time frame for completion of this project is October 2009 through May 2010.	
Abstract (350 words maximum)	<p>The Falls Church City Alliance for Youth is a coalition of public and private agencies that serve Falls Church City children and youth. This project is part of the development of a Comprehensive Prevention Plan. There are four components to this project:</p> <ol style="list-style-type: none"> 1. Data Collection and Analysis. Data on the risk and protective factors influencing the children and youth who reside in Falls Church City will be collected from School, Police, Court, Housing and Human Services, Social Services, Health, Alcohol and Drug Services, Mental Health agencies, and focus groups. Data will also be incorporated from the PRIDE Survey, a youth survey conducted annually by the City school division. Data will be compiled into a single report and will be analyzed to identify the most common risk and protective factors influencing city youth. 2. A Resource Inventory. An inventory of programs and services available to children, youth and families in Falls Church City will be developed. Services will be delineated by type and by risk/protective factors each program targets. This inventory will include the services provided by the City's general government, public schools, Fairfax County Dept. of Family Services, the Fairfax-Falls Church Community Services Board, the Falls Church/Arlington court system, and by the non-profit and faith-based organizations that serve Falls Church City residents. No such City-specific resource guide currently exists. 3. A Needs Assessment. The social indicator data on risk/protective factors and the inventory of existing programs, data input from focus groups will be analyzed to determine the match between needs and resources. The needs assessment will identify areas in which services are unavailable, duplicative, insufficient, unnecessary, or misaligned with the needs of City youth. 4. Comprehensive Prevention Plan Development. This plan will outline future priorities and strategies for enhancing the continuum of prevention and intervention services available to Falls Church City children and Youth. 	
Deadline	Four copies of all proposals shall be submitted in hard copy (and one electronic copy) to the Director at the addresses listed below no later than 5:00pm on September 25, 2009.	
Contact Information for Proposal Inquiries:		
Director	Earl Conklin, Director of Court Services	
Address	800 West Broad Street, Suite 207; Falls Church, VA 22046	
Telephone	(703) 248-5430	Fax (703) 533-8199
E-Mail	econklin@fallschurchva.gov	

Project Timeline

FOUR (4) COPIES (AND ONE ELECTRONIC COPY*) OF ALL PROPOSALS ARE DUE TO THE DIRECTOR BY **SEPTEMBER 25, 2009 at 5:00 pm**

Data Analyst Tasks	Start Date	End Date	Product
Collection of Social Indicator Data (Risk and Protective Factors) from Alliance for Youth and other agencies	Oct 2009	Jan 2010	Risk and Protective Factor Data Report (Raw Data)
Develop Resource Inventory database	Oct. 2009	Nov. 2009	Database with ability to filter services by type, population served, and target risk factors
Collect Resource Inventory Data & enters into database	Nov. 2009	Feb. 2010	Complete Data Entry of information on each Program and Service to be included in the Resource Inventory
Analysis of Resource Inventory Data	Feb. 2010	Mar. 2010	Written report with Key Findings
Analysis of Social Indicator Data for risk and protective factors	Jan. 2010	Feb. 2010	Written report with Key Findings
Conduct focus group interviews to obtain community, consumer and stakeholder perceptions on risk/protective factors and existing resources	Jan. 2010	Feb. 2010	Written report with Key Findings that captures anecdotal/subjective information from stakeholders and consumers
Analysis of Resource Inventory and risk/protective factors; identify service gaps/needs	Feb. 2010	Mar. 2010	Written report with Key Findings
Needs Assessment Report	Apr 2010	Apr 2010	Compilation of all prior report sections into a written Needs Assessment Report.
Identification of priorities and strategies for addressing key items in the Needs Assessment	May 2010	May 2010	Written recommendation of priority actions (that will be incorporated in Prevention Plan)

*Virus Free Electronic Copy

Scope of Work

MAJOR DUTIES

The individual/organization fulfilling the Data Analyst services will provide professional skills necessary for all phases of data collection and analysis for the project, including the application of standard, descriptive, and inferential methods for conducting analysis.

Data Collection and Management

Gathers data from selected resources. Conducts focus group to collect data from consumers, stakeholders, and service providers. Ensures the integrity of research project data, including data extraction, processing, storage, manipulation, and analysis. Designs database and is responsible for its design, administration, security, and maintenance. Accurately codes variables from original data. Shares knowledge of data coding and analysis techniques with Director/Alliance for Youth staff.

Research Design and Statistical Analyses

Analyzes data with basic statistical methods, interprets results, and provides written summaries of data analyses. Provides accurate and appropriate interpretation of data. Develops useful and insightful information from a variety of data sources. Delivers data products in report and/or presentation format to customer specifications and timelines; provides thoughtful evaluation of data. Communicates results effectively to customers.

Proposals are requested for a Data Analyst to complete the tasks described below:

- **Data Collection:** collect and receive data on the risk and protective factors influencing the children and youth who reside in Falls Church City from selected resources. Data will be compiled into a single report and will be analyzed to identify the common risk and protective factors influencing city youth. Data will be input into Resource Inventory database.
- **Risk Assessment:** Analyze and blend the results from multiple social indicators (risk and protective factors) to determine needs among Falls Church City youth. Data will be compiled into a single report.
- **Resource Inventory:** Analyze and blend information from multiple sources to identify existing resources (protective factors) targeted to Falls Church City youth. Populate and design searchable Resource Inventory Database that can be used by multiple consumers.
- **Gap Analysis:** Analyze and blend information from social indicators, resource inventory, and focus groups to determine service gaps for Falls Church City youth.

REQUIRED TASKS

- The proposal must include a description of the approach outlining the activities and methods that will be utilized; project plan with tasks and level of effort; proposed tools; proposed staffing; and an outline of proposed deliverables with examples as appropriate.
- The final product must be available in hard format and electronic copy.
- The final product should include a searchable database allowing users to type in a particular social indicator and receive a list of service providers or vice versa.

COST: The cost of this project is Not To Exceed \$15,000 (fifteen thousand dollars). No services will be paid without prior issuance of a Purchase Order.

REFERENCES:

The respondent must include professional references illustrating specific experiences with the Major Duties and Required Tasks described above.

**FOUR (4) COPIES OF ALL PROPOSALS (AND ONE ELECTRONIC COPY*) ARE
DUE TO THE DIRECTOR BY
5:00PM SEPTEMBER 25, 2009.**

* The electronic copy shall be a virus free copy of the proposal.

Evaluation Criteria

REQUEST FOR PROPOSAL (RFP) #090809, DATA ANALYST	
<u>Experience</u>	- The Offeror's experience, qualifications, proven analytical skills and technical competence including, but not limited to specialized experience in projects of similar size and scope.
<u>Personnel</u>	- The qualifications, credentials, professional and technical experience of the Offeror's personnel in providing services similar to those required by this RFP for other clients, especially with regard to providing professional services to local government .
<u>Depth of Understanding</u>	- The Offeror's degree of clear understanding of the issues, tasks and work to be performed as required by this RFP.
<u>Stability of the firm</u>	- The integrity, character, reputation, history, experience, financial resources of the firm and personnel responsible for this project.
<u>References</u>	- A favorable assessment by other jurisdictions, clients or organizations with similar needs and quality of performance on previous contracts.
<u>Price</u>	- The degree to which the Offeror's proposed firm fixed price to perform the services of this RFP offers the most favorable cost to the City.

TERMS AND CONDITIONS

To be included as a part of any Award resulting from this RFP.

This RFP IS NOT a Purchase Order or An Offer To Purchase.

ENTIRE AGREEMENT – This Purchase Order (PO) is an offer by the City of Falls Church ("City") to purchase the material, goods, parts, products ("Products"); services, work ("Services") or other deliverables (collectively, "Goods") from the vendor, contractor, seller or service provider (collectively "Supplier") as set forth herein. This PO, the Invitation for Bid (IFB), or the Request for Proposal (RFP), if applicable, constitutes the entire agreement between the City and Supplier with respect to the Goods procured hereunder. Delivery of any of the Goods, written or verbal acknowledgement of receipt of this PO, or performance under it constitutes Supplier's agreement to all terms. Acceptance is limited to the terms and conditions herein set forth, and the City hereby objects to any terms or conditions varying the terms hereof in any written acknowledgment, statement of acceptance, or invoice; such terms shall be of no force and effect. This PO constitutes the entire agreement between Supplier and City, and may be changed or modified only by written instrument signed by City's authorized representative.

In the event there are inconsistencies between the specific terms and conditions of this PO, and specific terms and conditions set forth in an RFP, IFB or contract referenced or associated with this PO, then the specific terms and conditions of the applicable RFP, IFB or contract shall govern.

The PO number on the front of this form shall be shown by Supplier on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.

ASSIGNMENT – Supplier may not delegate its performance nor assign any rights or claims under this PO without prior written approval of the City.

AUDITS – Supplier shall permit the City or its agent(s) to audit Supplier's books and records as may be reasonably necessary to determine compliance with this PO.

CANCELLATION OR TERMINATION – Termination for Convenience: The City may, by giving Supplier written notice, cancel all or part of this PO at any time for its convenience, without cause. The liability of the City for cancellation for convenience shall not exceed the reasonable cost of the Products Supplier has supplied to the City or the prorated value of the Services satisfactorily performed. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the PO shall be canceled and the Supplier shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Goods delivered under the PO. Termination for Cause: The City may at any time without advance notification to Supplier, and without liability or termination costs, terminate this PO for cause, default, or negligence ("Cause") on the part of the Supplier. In the event of termination for Supplier's Cause, the City may procure elsewhere Goods which are similar to those terminated, and on such terms as City may deem appropriate, and Supplier shall be liable for excess re-procurement costs or the City may deduct such costs from any moneys now due or hereafter accruing to Supplier from the City. This remedy shall be in addition to any other remedies which the City may have in law or in equity.

COMPLIANCE WITH LAWS – Supplier shall comply at its own expense with all federal, state and local laws, rules, regulations and orders that are directly or indirectly related to Supplier's performance under this PO including procurement of required permits, certificates, licenses, insurance,

approvals and inspections. Supplier shall comply with the Code of Virginia and section §2.2-4300 the Virginia Procurement Act. The City is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request. Contractor shall be licensed in accordance with the City's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in the City of Falls Church are exempt from this requirement.

CONFIDENTIALITY - Supplier shall not, without prior written approval, use the City's name, logo or any other identifiers or publicize the fact that Supplier has furnished Goods to the City. All information, drawings, specifications and data ("Information") furnished by the City to Supplier or that Supplier comes into contact with on City premises or under City control shall remain the property of the City and shall be disclosed to others by Supplier only as (and to the extent) required for performance of this PO except up such terms as may be agreed upon between Supplier and City in writing.

DELIVERY - TIME IS OF THE ESSENCE. Title to the Goods shall pass to the City at the FOB point. However, the risk of loss and damage in transit shall be upon Supplier and pass to the City only upon City's receipt and acceptance. Transfer of such title shall not in any way prejudice the City's right to reject all or any Goods not delivered on schedule, or do not conforming to the PO. The cost of all return shipments shall be borne by Supplier.

DISPUTES – Arbitration shall not be applicable but the parties shall negotiate in good faith to resolve any dispute arising under this PO. Any dispute concerning a question of fact as a result of this PO which is not disposed of by agreement shall be decided in the first instance by the City's Purchasing Manager, whose decision shall be reduced to writing and forwarded to Supplier. This decision shall be final and binding unless within twenty (20) days from the date of such decision, Supplier forwards a written appeal addressed to the City Manager with copy to Purchasing Manager. The decision of the City Manager shall be final and binding unless the Supplier appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia.

Claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment; however, written notice of the Supplier's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a requirement for submission of an invoice for final payment within a certain time after completion and acceptance of Goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

Any dispute arising out of the PO, its interpretations, or its performance shall be litigated only in the Circuit Court of the County of Arlington, Virginia.

DRUG FREE WORKPLACE – For orders over \$10,000: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements

for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

FORCE MAJEURE – Neither party shall be liable for defaults or delays due to any causes (such as strikes, wars, or natural disasters) that are beyond its control and not due to its fault or negligence.

GRATUITIES - Supplier warrants that neither it nor any of its employees, agents or representatives has offered or given any gratuity to City's employees, agents or representatives with a view towards securing favorable treatment with respect hereto.

HOLD HARMLESS - Supplier shall indemnify, defend and hold harmless the City, its officers, agents, and employees from any claims, damages and actions of any kind or nature and the associated costs and expenses, whether at law or in equity, arising from or caused by the use of any Goods of any kind or nature furnished by the Supplier, provided that such liability is not attributable to the sole negligence of the City or to failure of the City to use the Goods in the manner already and permanently described by the Supplier on the Goods delivered.

IMMIGRATION REFORM AND CONTROL ACT OF 1986 - Supplier certifies that the Supplier does not, and shall not during the performance of this PO in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

INDEPENDENT CONTRACTOR - Supplier, Supplier's employees, agents, contractors and subcontractors shall in all respects and at all times be independent contractors hereunder and not employees, partners, agents or joint ventures of or with the City for any purpose.

INSURANCE – While performing work on the City's owned or leased facilities or property of that of City's customers, at all times during which the PO is in effect, Supplier shall maintain insurance coverage as set forth below with carriers, with the Best's Key Rating of at least A:VI and licensed to do business in the Commonwealth of Virginia. Supplier will provide certificates of insurance coverage to the City before commencing performance under this PO. The City shall be a named as an additional insured in all such policies, except Workers' Compensation and employer's liability, and each policy will provide that it may not be canceled or modified without providing the City forty five (45) days prior written notice. For all employees of the Supplier and any subcontractor who directly or indirectly provides Goods under this PO, Supplier shall maintain Workers' Compensation Insurance as required by law in addition to: (a) Commercial General Liability Insurance - covering all operations by or on behalf of the Supplier, and include coverage for bodily injury and property damage, premises and operations, products and completed operations, liability assumed by contract, property damage, and personal injury liability with minimum limits of liability of \$1,000,000 per occurrence \$2,000,000 aggregate; (b) Comprehensive Automobile Liability Insurance: - covering all owned, hired, and non-owned vehicles with coverage limits not less than \$2,000,000 combined single limit, per occurrence and annual aggregate and (3) For the provision of professional services - Errors and Omissions Liability Insurance (inclusive of any amounts provided by an umbrella or excess policy) shall be \$1,000,000 per claim and aggregate combined single limit for bodily injury liability and property damage liability.

INVOICES AND PAYMENT - Invoices shall be submitted to the person and address set forth on the front of this PO, only after delivery of Goods and/or completion of performance under this PO. Invoices shall describe in detail the Goods delivered or performed and the City will pay the Supplier

within thirty (30) days after receipt of an undisputed invoice. If the City disputes all or any portion of an invoice, then the City may elect to pay only the amount not in dispute. Payment by City of invoices does not mean or imply acceptance of Goods. If the City has paid Supplier for all or part of Goods that are ultimately rejected or not accepted by the City, Supplier shall (in addition to any other remedy available to City) return to City all amounts paid for such Goods.

NON-DISCRIMINATION - Supplier shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA) and, if Supplier is a faith-based organization, the Code of Virginia, § 2.2-4343.1E.

In every PO over \$10,000 the provisions in 1 and 2 herein apply:

1. During the performance of this contract, Supplier agrees as follows: (1a) Supplier will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Supplier. Supplier agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. (1b) Supplier, in all solicitations or advertisements for employees placed by or on behalf of Supplier, will state that such Supplier is an equal opportunity employer. (1c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements. 2. Supplier will include the provisions of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

OWNERSHIP OF PRODUCTS - All work under this PO including, compilation of notes, work sheets, and any and all interim and final products and materials shall be the sole property of the City.

PRICE - The price shall not be higher than that appearing on the face of this PO. Prices of the Goods shall not exceed Supplier's lowest prices in effect at the date of shipment for comparable Goods in comparable quantities. Unless otherwise specified, all prices are net F.O.B. Destination with transportation prepaid. The City shall not be liable for premium shipping charges unless previously approved in writing.

TOXIC AND HAZARDOUS MATERIAL – Supplier shall advise the City if any Product is Toxic or Hazardous as defined by any Federal or state Law. Delivery of such Products shall be accompanied by Material Safety Data Sheets, labeled with reasonable notice and warnings, and include proper disposal instructions.

WARRANTIES - Supplier agrees that the Goods furnished under this PO shall be new, covered by the most favorable commercial warranties the Supplier gives any customer for such Goods and that the rights and remedies provided therein are in addition to and do not limit those available to the City by any other clause of this PO.

Note: The City does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.